

TRAINING OPPORTUNITIES

REVISED 9/4/2018

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Harassment Prevention Training	\$0*	KS Human Rights Commission (KHRC) - Visit online at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self-Paced	General IT Security Awareness Training (ID #: 1070513) KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	\$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - General IT Security Awareness & KS New Employee Orientation Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>IT Security Awareness:</u> This online training presents information necessary for IT system managers, administrators & users to demonstrate awareness of system security requirements & discuss user's responsibility to protect IT systems & data. <u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. <u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.

On-going Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employee FMLA5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.
On-going Self-Paced	HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486)	\$0*	KS Department of Health & Environment (KDHE) - Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>HIPAA Awareness:</u> After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. <u>HIPAA: Allowable Disclosures & Safeguards:</u> After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. <u>HIPAA: Right to Access & Documentation:</u> After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	\$0*	KS Human Rights Commission (KHRC) - Ruth Glover at: Ruth.Glover@ks.gov	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: mrohleder@kshs.org	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.

On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: mrohleder@kshs.org	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.
On-going Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass & register for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	\$0*	Employee Assistance Program (KDHE) - Shannon Elwell at: Shannon.Elwell@ks.gov or Alec Hawley at: ahawley@compsych.com	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost. Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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September 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/25/2018 - 10:00 AM to 11:00 AM	*FEATURED* Giving Effective Feedback in Personal or Work Situations	\$0*	KS Department of Administration (KDoA) - and ComPsych - Register online at: https://www.surveymonkey.com/r/EffectiveFeedback173	Landon State Office Building, Conference Room 509	All Employees	Giving effective feedback is difficult. Most people avoid opportunities to give constructive feedback & give infrequent and often unhelpful positive feedback. This session addresses strategies on how to deliver effective feedback at work or at home. The training will offer multiple examples and provide participants with ample practice to learn how to give feedback that helps individuals improve performance.
9/5/2018 - 8:30 AM to 11:30 AM	Myers Briggs Type Indicator (RVHR1000)	\$65	KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov	Zibell Building, 300 SW 28th Street	All Employees	Differences can be the source of much misunderstanding and miscommunication, but this same diversity can also be a source of strength for both individuals and teams if you can recognize and embrace the differences!
9/5/2018 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. Create groups, shortcuts & address books; customize email options, set alerts & use voting buttons. Use and customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar. Use categories, Rules & Automatic Reply messages. Use advanced methods of setting up, organizing and moving items within folders & sub-folders (including folder clean-up & deletion of folders). Create, delete and use public folders & learn to post and delete items within public folders.
9/6/2018 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art & drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize & create toolbars and create macros.
9/7/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.

9/11/2018-9/12/2018 - 8:30 AM to 3:30 PM	Access 2016 Level 3	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria and create action queries to add, delete & modify data in tables and to create new tables. Create & run macros to automate tasks and attach macros to the events of database objects. Create data validation & data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros & create macros to import/export database objects. Import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database, export/import XML documents.
9/11/2018-9/12/2018 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (HRHSU0106)	\$0*	KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037	DCF DDS 2820 SW Fairlawn, Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment, Appreciating Diversity, Teamwork, Conflict Management, Coaching, Feedback, Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
9/18/2018 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (KDoA) - Register online at: https://www.surveymonkey.com/r/PMP9-18-18	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form & procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies & discusses how specific attendee's issues could be addressed.
9/18/2018-9/20/2018 - 8:30 AM to 3:30 PM	Crystal Reports Level 2	\$400	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This 3-day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills & expand into the expert features and powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports & solving reporting problems, as well as hands-on practice time with formula solutions.
9/18/2018-9/20/2018 - 8:30 AM to 4:30 PM	Mastering Project Management	\$245	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory	Project Management Oriented Individuals	This three-day course will provide an overview of the project management process. It will include applicable hands-on activities & team exercises to reinforce project management core competencies. Participants will learn tools & techniques which will help them run their projects faster & more effectively.

9/19/2018 - 11:00 AM to 12:00 PM	Secrets to Self- Motivation	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/6436610725636210179	Online	All Employees	Your attitude & beliefs about your likelihood of success can predict whether or not you actually succeed. If you actively keep your internal motivation high, you can significantly increase the likelihood of achieving your hopes, dreams & visions of your future.
9/26/2018 - 8:30 AM to 3:30 PM	Excel 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing & comparing large amounts of data; change PivotTable view by moving fields and by hiding & showing details; improve the appearance of a PivotTable by changing its field settings & applying a format; Create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file & import data from a text file into an Excel workbook; Import XML data into a workbook & export data from a workbook to an XML data file and use Microsoft Query & the Web query feature to import data from external databases.
9/26/2018 - 12:30 PM to 4:00 PM and 9/27/2018 - 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308)	\$0*	KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov	Zibell Building, 300 SW 28th Street	All Employees	"According to most studies, people's number one fear is public speaking. Number two is death. Death is number two!? Does that sound right? This means to the average person, if you go to a funeral.. you're better off in the casket than doing the eulogy." -Anonymous If you feel yourself relating to the above quotation - Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe and supportive environment to develop and practice public speaking skills. This course will help presenters identify their strengths in preparing and delivering presentations. Some areas to be covered are: speaking fears and coping mechanisms, writing clear objectives, audience analysis, organization, visual aids, and staging. Individuals will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile and the tools provided through a Presentation Skills Model, the participants will develop and deliver a 5-10 minute presentation. Feedback over individual presentations will be given by the instructor and participants for later review by the presenter. This class will not only be beneficial to Managers, Supervisors and Team Leaders that give presentations often but also useful for individuals that want to develop or hone their presentation skills.

9/27/2018 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
9/27/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with & run macros. You will also create a master document, table of contents, footnotes, endnotes & cross-references.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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October 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/2/2018 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create & send messages, & work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts & tasks, use the Calendar & manage their Outlook folders.
10/2/2018- 10/3/2018 - 8:30 AM to 3:30 PM	Access 2016 Level 1	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access & open Access databases; & use the Help feature. Plan & create a database; use Datasheet view & Design view. Create tables & work in tables. Modify a table's design. Use the Find feature & the spelling checker. Sort, filter, and delete records. Set field properties. Create input masks. Set validation rules; & create single & multiple-field indices. Create queries & sort & filter the results; modify queries; & perform operations in queries. Create, modify & work with forms. Use them to find, sort & filter records. Create reports by using Auto Report, the Report Wizard, Design view & queries; & modify & print report.
10/2/2018- 10/4/2018 - 8:30 AM to 4:30 PM	Leadership Basics	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	Supervisors	This course allows for new supervisors and up and coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organization. This class demonstrates that leadership, and the process of developing our own leadership abilities and those of others, is often a collection of experiences, courses, training and skills.

10/3/2018 - 8:30 AM to 4:00 PM	Tools for Crucial Conversations (HRGSCO0402)	\$0*	KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037	DCF DDS 2820 SW Fairlawn, Topeka KS, Large Conference Training Room	Managers & Supervisors	Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies.
10/4/2018 - 8:30 AM to 3:30 PM	Visio Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course is for people with little to zero Visio experience. Students will learn to navigate in a file, work with stencils, select & resize objects, draw & reshape objects, plan a flowchart, create a simple organizational chart, format text/text blocks, create network, rack & brainstorm diagrams, use print features and more.
10/5/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
10/9/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save & close documents; & use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; & use the Undo/Redo commands. Select text; copy & move text; & use the Find & Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs & creating lists, & by setting paragraph indents & line spacing.
10/10/2018 - 9:00 AM to 3:00 PM	Learning to Lead	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 509	Non- Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow & equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future & discovering the personal values that influence your attitudes & behavior.

10/10/2018- 10/11/2018 - 8:30 AM to 3:30 PM	SQL Fundamentals	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins & subqueries. Upon class completion students will receive a certificate.
10/12/2018 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
10/16/2018 - 8:30 PM to 3:30 PM	Windows 10 Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify & open objects on the Windows Desktop, use the Windows XP Help & Support Center, navigate the folder hierarchy & search for files by using My Computer & Windows Explorer, manage files & folders & work with the Recycle Bin, create simple word processing documents & drawings by using the WordPad & Paint accessories, customize the desktop by creating desktop shortcuts & using the Control Panel & Browse the Internet by using Internet Explorer & turn off Windows.
10/16/2018 - 9:30 AM to 11:30 AM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	District 4 HQ, South Building, North Rm, Chanute KS	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
10/16/2018 - 1:00 PM to 4:00 PM	Building Better Workplace Relationships	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	District 4 HQ, South Building, North Rm, Chanute KS	All Employees	This course is a two hour program which examines the importance of having good relationships with those you work with, and how to strengthen the relationships of those people that don't naturally get along with one another. This is important to the morale and productivity in our workgroups since we spend more waking hours with the people that we work with than we do with the people we live with.
10/17/2018 - 8:30 AM to 3:30 PM	ArcGIS Online	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees using AGOL	What is Online? Accessing online & adding data. Create a web map & analysis data. Share data. Use an existing map. Getting to know the mapping functions. Drawing order. Legend formatting. Basemap. Adding layers. Change style. Analyze. Save & share.

10/17/2018-10/18/2018 - 8:30 AM to 3:30 PM	Access 2016 Level 2	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships & implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query & use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields & a combo box to a form.
10/17/2018-10/18/2018 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (HRHRSU0106)	\$0*	KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037	DCF DDS 2820 SW Fairlawn, Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment, Appreciating Diversity, Teamwork, Conflict Management, Coaching, Feedback, Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
10/18/2018 - 8:30 AM to 4:30 PM	PowerPoint 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt & graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane and create tables using tabs. You will also learn to use the Slide transition task pane.
10/18/2018 - 10:00 AM to 11:00 AM	How to Receive Criticism & Make it Work for You	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Criticism173	Landon State Office Building, Conference Room 509	All Employees	Receiving criticism is an important & valuable skill. To achieve success in any endeavor we must be able to tolerate critical feedback & learn from it. However, receiving criticism is difficult for most people. Upon receiving criticism we feel vulnerable, become defensive & thereby miss opportunities to benefit from feedback. This workshop will help you explore why we become defensive, deliver tips for knowing when your “hot button” has been pushed & how to accept and integrate useful criticism. The training will also instruct through examples and/or role plays.
10/24/2018 - 3:00 PM to 4:00 PM	Strengthening Your Ability to Empathize	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/8456278345930522883	Online	All Employees	Everyone has heard the saying to "walk in their shoes." It is one of the simplest explanations of empathy. Understanding other peoples' outlook, being able to recognize their emotions and being sensitive to their situation is vital to communicate more effectively and build better relationships. This course will address ways to improve your capacity to demonstrate empathy.
10/25/2018 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (KDoA) - Register online at: https://www.surveymonkey.com/r/PMP1025-18	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form & procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies & discusses how specific attendee's issues could be addressed.

10/25/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns & sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders & shading, using the Table Auto Format command & drawing a table. Import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails. Create and manipulate Headers & Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
10/26/2018 - 8:30 AM to 2:30 PM	Excel 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets and send a workbook via e-mail.

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November 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/1/2018 - 8:30 AM to 3:30 PM	Windows 10 Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify & open objects on the Windows Desktop, use the Windows XP Help & Support Center, navigate the folder hierarchy & search for files by using My Computer & Windows Explorer, manage files & folders & work with the Recycle Bin, create simple word processing documents & drawings by using the WordPad & Paint accessories, customize the desktop by creating desktop shortcuts & using the Control Panel & Browse the Internet by using Internet Explorer & turn off Windows.
11/2/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
11/6/2018- 11/7/2018 - 8:30 AM to 3:30 PM	Crystal Reports Level 1	\$270	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design & the creation of presentation quality reports.

11/7/2018 - 9:00 AM to 11:00 AM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
11/7/2018 - 12:30 PM to 2:30 PM	Picture Perfect: Building a Professional Image	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course is designed to introduce KDOT employees at all levels the importance in creating a professional image; sharing and passing this skill down to team members and those we work with on a day-to-day basis. The program will teach not only about etiquette, but about having respect for others, your actions, your appearance, your words and making good determinations about how to handle each thing according to the context of the relationship or situation. Employees will learn how to better manage through understanding and applying principles they learn throughout the training program.
11/8/2018 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. Create groups, shortcuts & address books; customize email options, set alerts & use voting buttons. Use and customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar. Use categories, Rules & Automatic Reply messages. Use advanced methods of setting up, organizing and moving items within folders & sub-folders (including folder clean-up & deletion of folders). Create, delete and use public folders & learn to post and delete items within public folders.
11/13/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with & run macros. You will also create a master document, table of contents, footnotes, endnotes & cross-references.
11/13/2018- 11/14/2018 - 8:30 AM to 3:30 PM	Access 2016 Level 3	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria and create action queries to add, delete & modify data in tables and to create new tables. Create & run macros to automate tasks and attach macros to the events of database objects. Create data validation & data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros & create macros to import/export database objects. Import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database, export/import XML documents.

11/14/2018 - 8:30 AM to 3:30 PM	Excel 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing & comparing large amounts of data; change PivotTable view by moving fields and by hiding & showing details; improve the appearance of a PivotTable by changing its field settings & applying a format; Create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file & import data from a text file into an Excel workbook; Import XML data into a workbook & export data from a workbook to an XML data file and use Microsoft Query & the Web query feature to import data from external databases.
11/15/2018 - 8:30 AM to 3:30 PM	Excel/Access 2016 Integration	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is for students with Excel and Access experience. It is recommended that students in this class have taken at least Access Level 3 & Excel Level 1 (or have equivalent experience). Knowledge of the normalization or design view of forms or macros is essential. Students in this class will learn how to prepare an Excel spreadsheet to integrate within Access, create action queries to separate the list into multiple tables & create a macro to automate the process.
11/15/2018 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art & drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize & create toolbars and create macros.
11/20/2018 - 3:00 PM to 4:00 PM	Where Are You Going? Goal Setting for Personal & Professional Success	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/1729289185824905731	Online	All Employees	Goal setting gives you long-term vision and short-term motivation. The process of setting goals allows you to choose where you want to go in your personal life as well as your professional career. A life without goals is like a road trip without a map. By knowing exactly what you want to achieve, you are less likely to get lost, and you will be happier and less frustrated along the way.
11/20/2018 - 1:00 PM to 4:00 PM	Performance Management Process (PMP)	\$0*	KS Department of Administration (KDoA) - Register online at: https://www.surveymonkey.com/r/PMP11-20-18	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form & procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies & discusses how specific attendee's issues could be addressed.
11/21/2018 - 10:00 AM to 11:00 AM	Using Kindness to Achieve Personal Success & Happiness	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Kindness173	Landon State Office Building, Conference Room 509	All Employees	Kindness is an admirable aspiration for anyone, and it also can be an effective way to achieve success. By being concerned about others we can build relationships & gain support. By serving others we can be happier about ourselves. Kindness can be more than the right thing to do, it can be a path to success & happiness.

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December 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/4/2018 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create & send messages & work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts & tasks, use the Calendar & manage their Outlook folders.
12/4/2018- 12/5/2018 - 8:30 AM to 3:30 PM	Access 2016 Level 1	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access & open Access databases; & use the Help feature. Plan & create a database; use Datasheet view & Design view. Create tables & work in tables. Modify a table's design. Use the Find feature & the spelling checker. Sort, filter, and delete records. Set field properties. Create input masks. Set validation rules; & create single & multiple-field indices. Create queries & sort & filter the results; modify queries; & perform operations in queries. Create, modify & work with forms. Use them to find, sort & filter records. Create reports by using Auto Report, the Report Wizard, Design view & queries; & modify & print report.
12/5/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save & close documents; & use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; & use the Undo & Redo commands. Select text; copy & move text; & use the Find & Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs & creating lists & by setting paragraph indents & line spacing.
12/6/2018 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
12/7/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.

12/11/2018- 12/13/2018 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 2	\$400	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This 3-day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills & expand into the expert features & powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports & solving reporting problems, as well as hands-on practice time with formula solutions.
12/17/2018 - 8:30 AM to 3:30 PM	Windows 10 Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify & open objects on the Windows Desktop, use the Windows XP Help and Support Center, navigate the folder hierarchy & search for files by using My Computer and Windows Explorer, manage files & folders and work with the Recycle Bin, create simple word processing documents & drawings by using the WordPad & Paint accessories, customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer & turn off Windows.
12/18/2018 - 10:00 AM to 11:00 AM	Laughter, Humor & Play to Reduce Stress & Solve Problems	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/LaughterHumorPlay	Landon State Office Building, Conference Room 509	All Employees	Professional comedians shouldn't be the only people to use smiling, laughter, humor & play as part of their daily routine. These skills are valuable for everyone. A good smile has long been a key tool for anyone who needs to influence others. Laughter is now shown to improve our pain tolerance. Humor & play can be the building blocks of problem-solving. Together they can improve our happiness & effectiveness.
12/18/2018- 12/20/2018 - 8:30 AM to 3:30 PM	Microstation	\$170	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic level class for users to learn the tools associated with this engineering design software.
12/19/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns & sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders & shading, using the Table Auto Format command & drawing a table. Import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails. Create and manipulate Headers & Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
12/20/2018 - 8:30 AM to 2:30 PM	Excel 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets and send a workbook via e-mail.

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